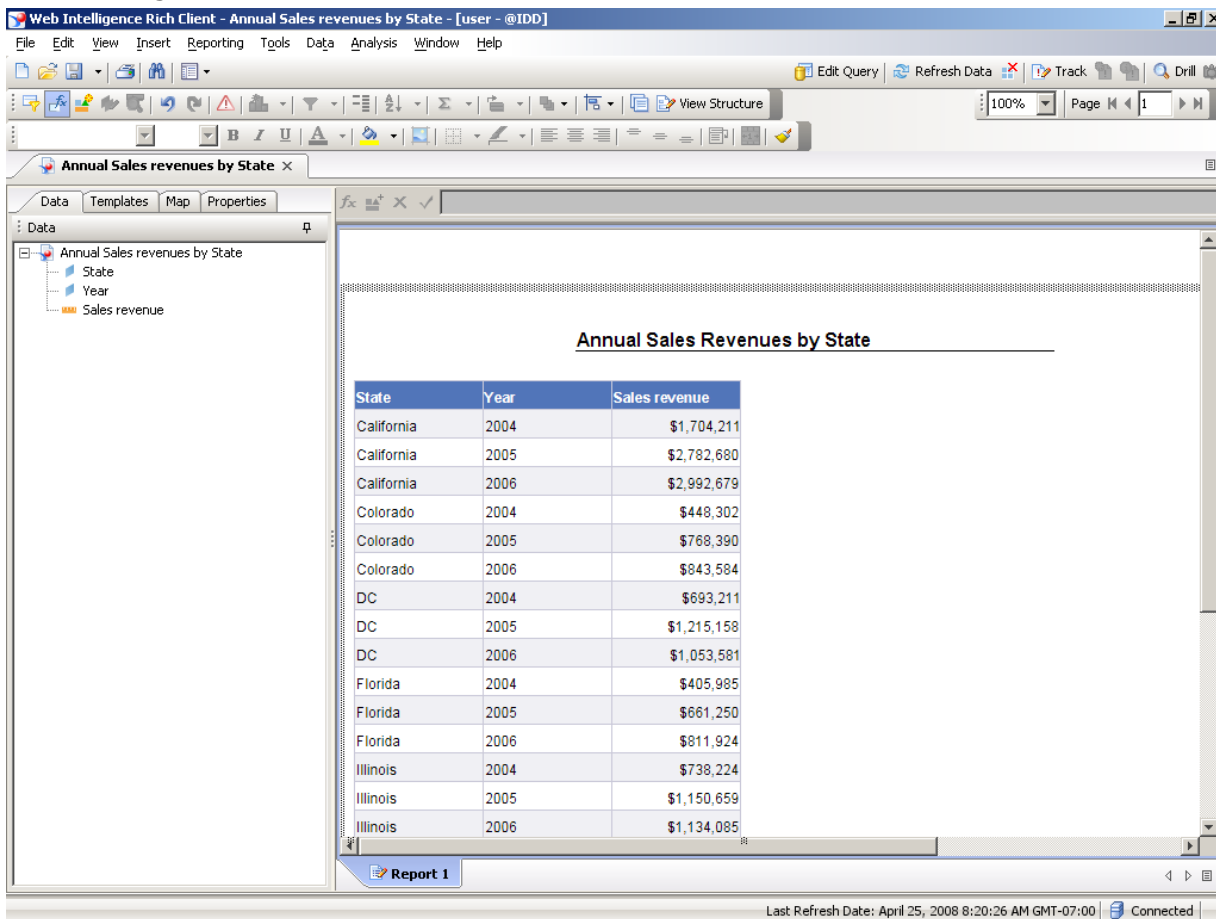


## Designing Reports in Web Intelligence

### Procedure

1. Start the transaction using the menu path or transaction code.

### Web Intelligence Rich Client



**Annual Sales revenues by State**

State	Year	Sales revenue
California	2004	\$1,704,211
California	2005	\$2,782,680
California	2006	\$2,992,679
Colorado	2004	\$448,302
Colorado	2005	\$768,390
Colorado	2006	\$843,584
DC	2004	\$693,211
DC	2005	\$1,215,158
DC	2006	\$1,053,581
Florida	2004	\$405,985
Florida	2005	\$661,250
Florida	2006	\$811,924
Illinois	2004	\$738,224
Illinois	2005	\$1,150,659
Illinois	2006	\$1,134,085

Report 1

Last Refresh Date: April 25, 2008 8:20:26 AM GMT-07:00 Connected

2. Click the table.

You are building a report to display sales revenue by state in a crosstab.

Use the Reporting menu to change the vertical table into a crosstab.

Add a blank cell to the report to display the date the document was created.

## Designing Reports in Web Intelligence

Use the Formula Editor to add the DocumentCreationDate function.

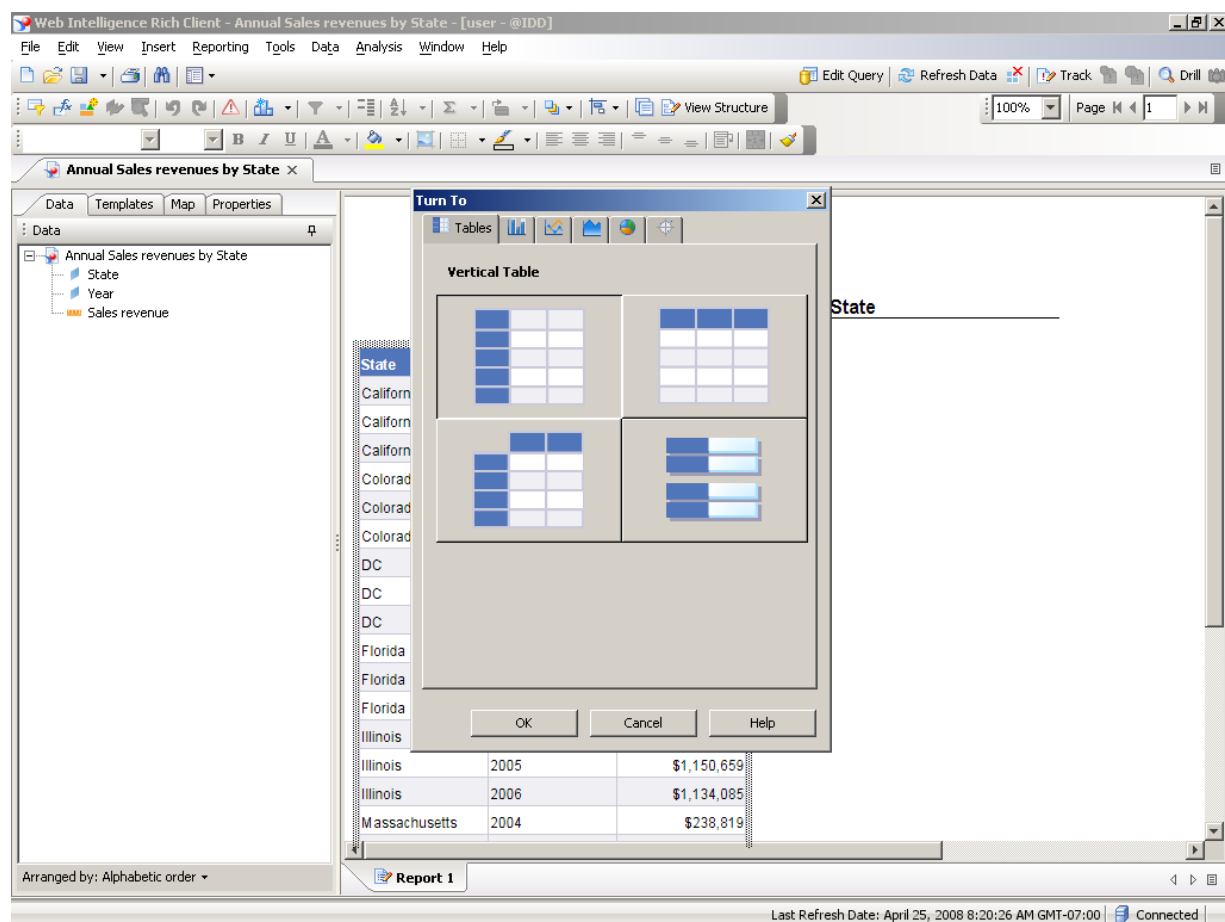
In this evaluation you must use the Reporting menu rather than the right-click method.

- Click the **Reporting** menu.

Begin by selecting the table and use the Reporting menu.

- Click **Turn to....**

### Turn To



Web Intelligence Rich Client - Annual Sales revenues by State - [user - @IDD]

File Edit View Insert Reporting Tools Data Analysis Window Help

Edit Query Refresh Data Track Drill

100% Page 1

Annual Sales revenues by State

Data Templates Map Properties

Data

Annual Sales revenues by State

- State
- Year
- Sales revenue

State

California

California

California

Colorado

Colorado

Colorado

DC

DC

DC

Florida

Florida

Florida

Illinois

Illinois

Illinois

Massachusetts

2005

2006

2004

\$1,150,659

\$1,134,085

\$238,819

OK Cancel Help

Report 1

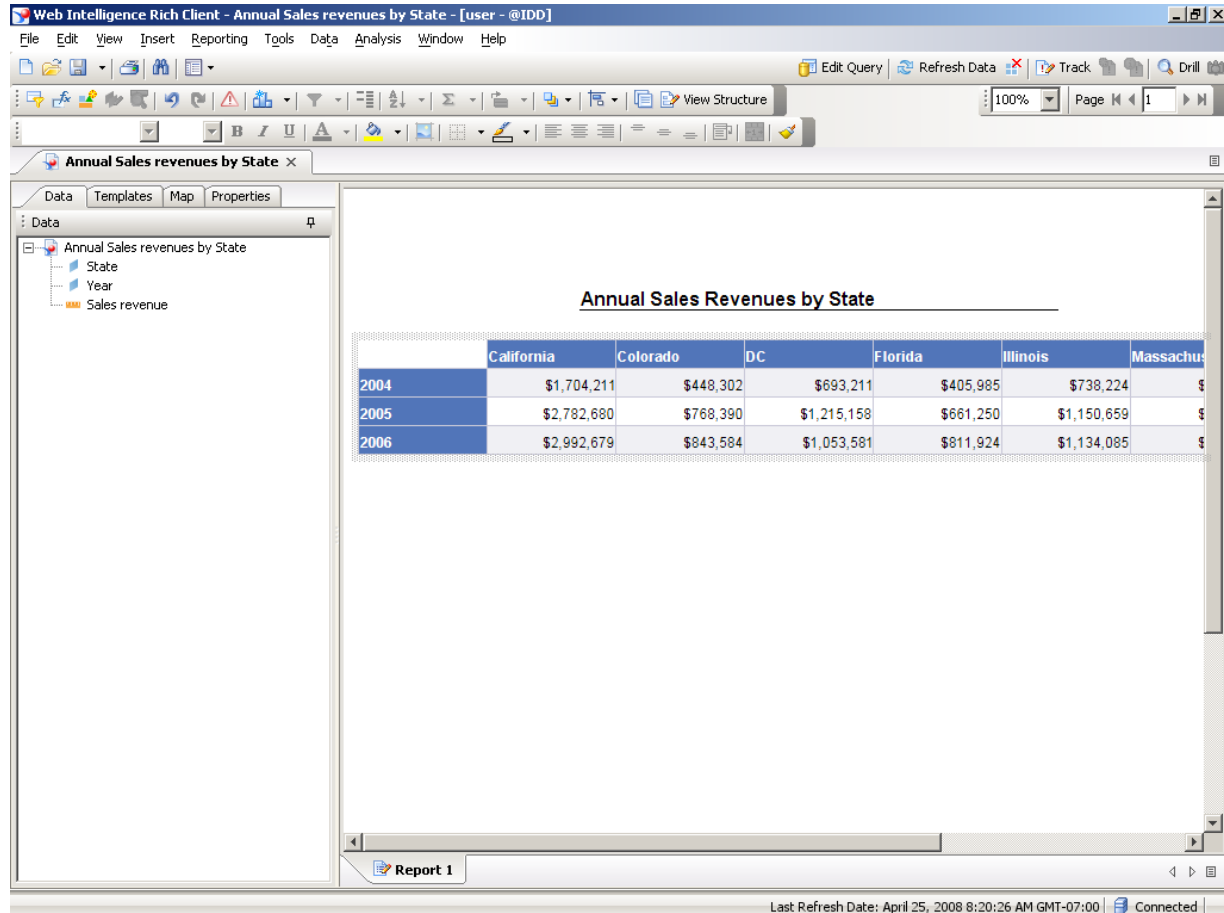
Arranged by: Alphabetic order

Last Refresh Date: April 25, 2008 8:20:26 AM GMT-07:00 Connected

## Designing Reports in Web Intelligence

5. Click **Crosstab**.
6. Click **OK**.

### Web Intelligence Rich Client



**Annual Sales revenues by State**

	California	Colorado	DC	Florida	Illinois	Massachusetts
2004	\$1,704,211	\$448,302	\$693,211	\$405,985	\$738,224	\$
2005	\$2,782,680	\$768,390	\$1,215,158	\$661,250	\$1,150,659	\$
2006	\$2,992,679	\$843,584	\$1,053,581	\$811,924	\$1,134,085	\$

Report 1

Last Refresh Date: April 25, 2008 8:20:26 AM GMT-07:00 | Connected

7. Click the **Templates** tab.

Next add a blank Free-Standing cell to the left of the report title. Use the Formula Editor to add the DocumentCreationDate function.

8. Perform one of the following:

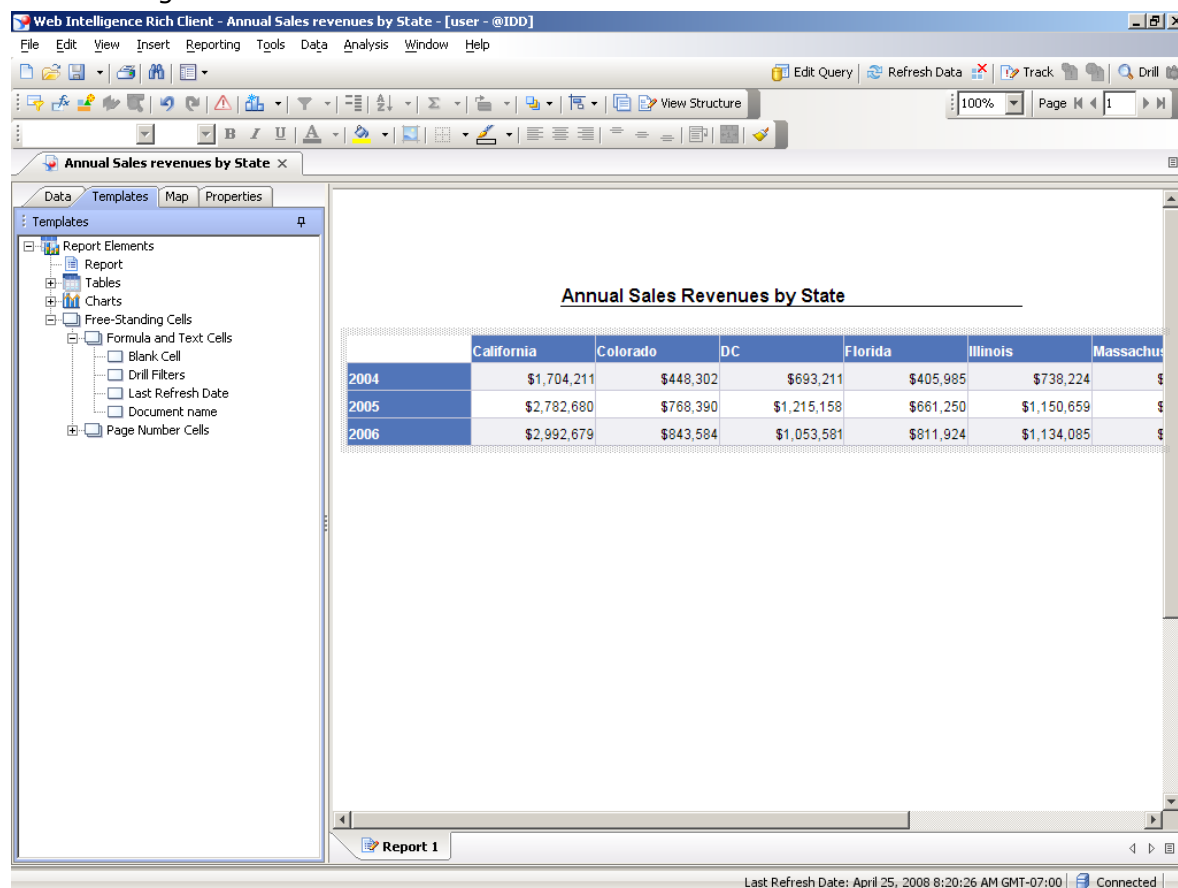
## Designing Reports in Web Intelligence

If...	Then...	Go To...
	Click the + before Free-Standing Cells.	Step 9.
	OR double-click Free-Standing Cells.	Step 9.

9. Perform one of the following:

If...	Then...	Go To...
	Click the + before Formula and Text Cells.	Step 10.
	OR double-click Formula and Text Cells.	Step 10.

## Web Intelligence Rich Client



The screenshot shows the Web Intelligence Rich Client interface. The title bar reads "Web Intelligence Rich Client - Annual Sales revenues by State - [user - @IDD]". The menu bar includes File, Edit, View, Insert, Reporting, Tools, Data, Analysis, Window, and Help. The toolbar contains icons for Edit Query, Refresh Data, Track, Drill, and View Structure. The main window displays a report titled "Annual Sales Revenues by State". The report is a table with columns for years (2004, 2005, 2006) and states (California, Colorado, DC, Florida, Illinois, Massachusetts). The data is as follows:

	California	Colorado	DC	Florida	Illinois	Massachusetts
2004	\$1,704,211	\$448,302	\$693,211	\$405,985	\$738,224	\$
2005	\$2,782,680	\$768,390	\$1,215,158	\$661,250	\$1,150,659	\$
2006	\$2,992,679	\$843,584	\$1,053,581	\$811,924	\$1,134,085	\$

The left pane shows the "Templates" folder expanded, with sub-folders for Report Elements, Tables, Charts, Free-Standing Cells, Formula and Text Cells, and Page Number Cells. The bottom status bar indicates "Last Refresh Date: April 25, 2008 8:20:26 AM GMT-07:00" and "Connected".

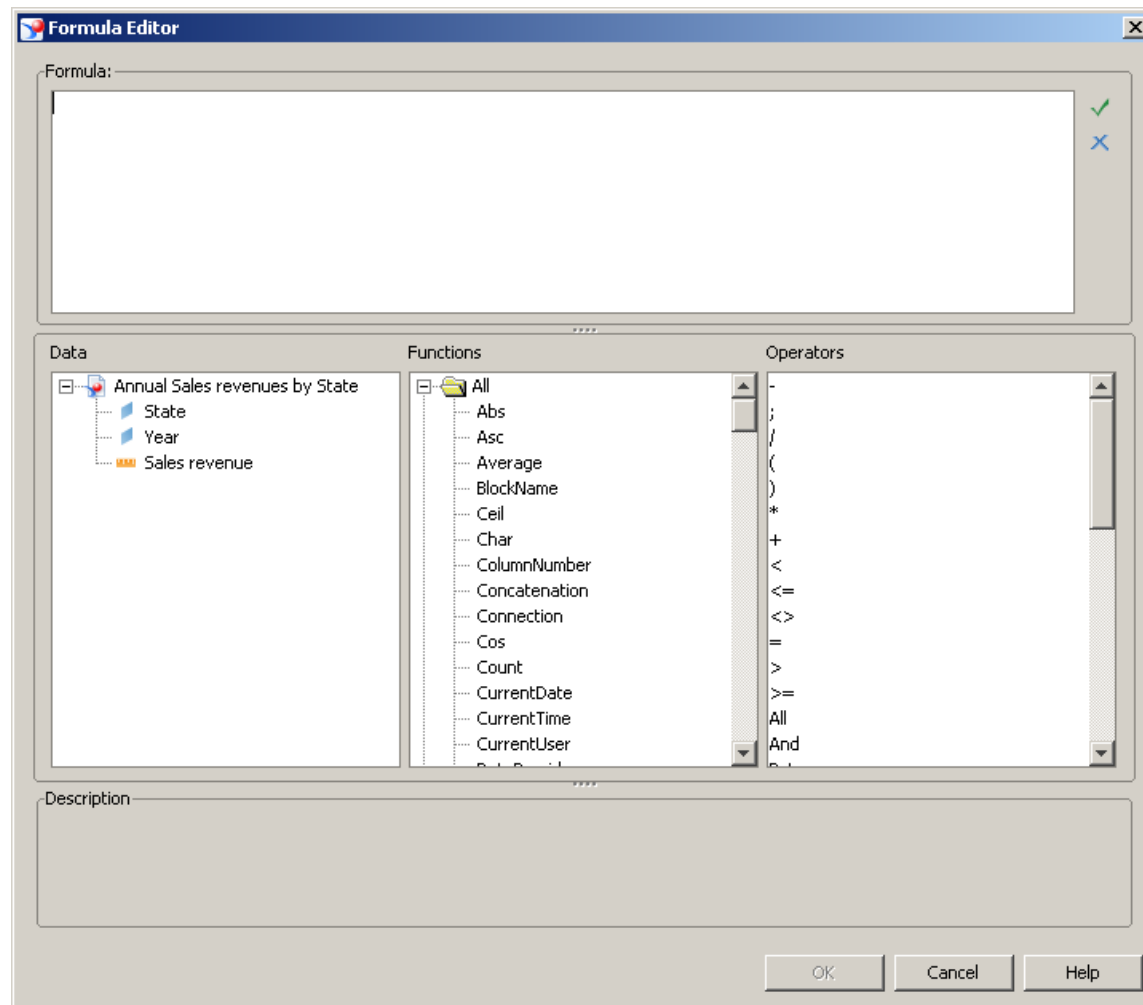
## Designing Reports in Web Intelligence

10. Drag a **Blank Cell** to the left of the report title.
11. Click the **Blank Cell**.

Add the DocumentCreationDate formula to the blank cell.

12. Click **Show/Hide Formula Toolbar** .
13. Click **Formula Editor** .

### Formula Editor



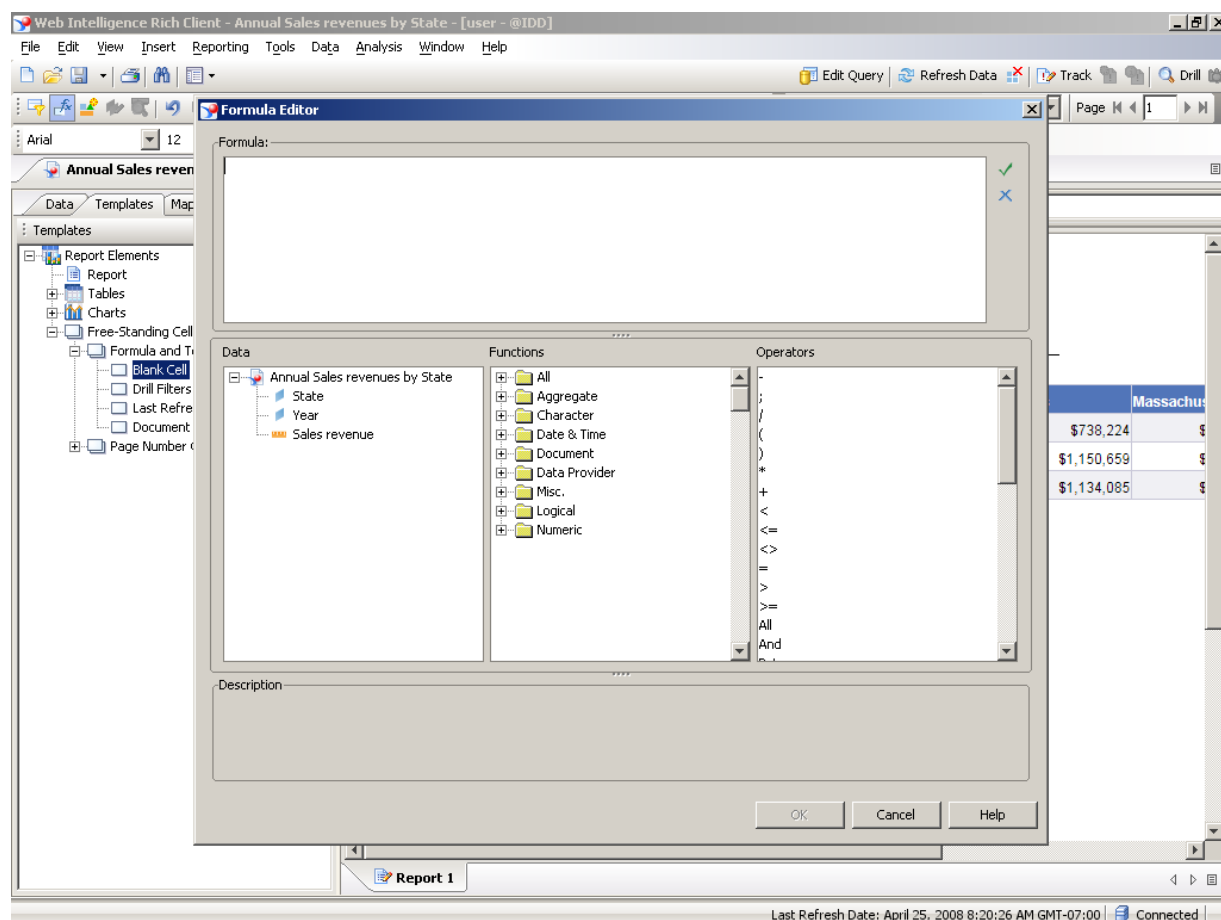
## Designing Reports in Web Intelligence

14. Perform one of the following:

If...	Then...	Go To...
	Click the - before the All folder.	Step 15.
	OR double-click All.	Step 15.
	OR click the scroll bar to find the Step 15. function in the All folder.	

Find the DocumentCreationDate function in the Document folder.

### Formula Editor

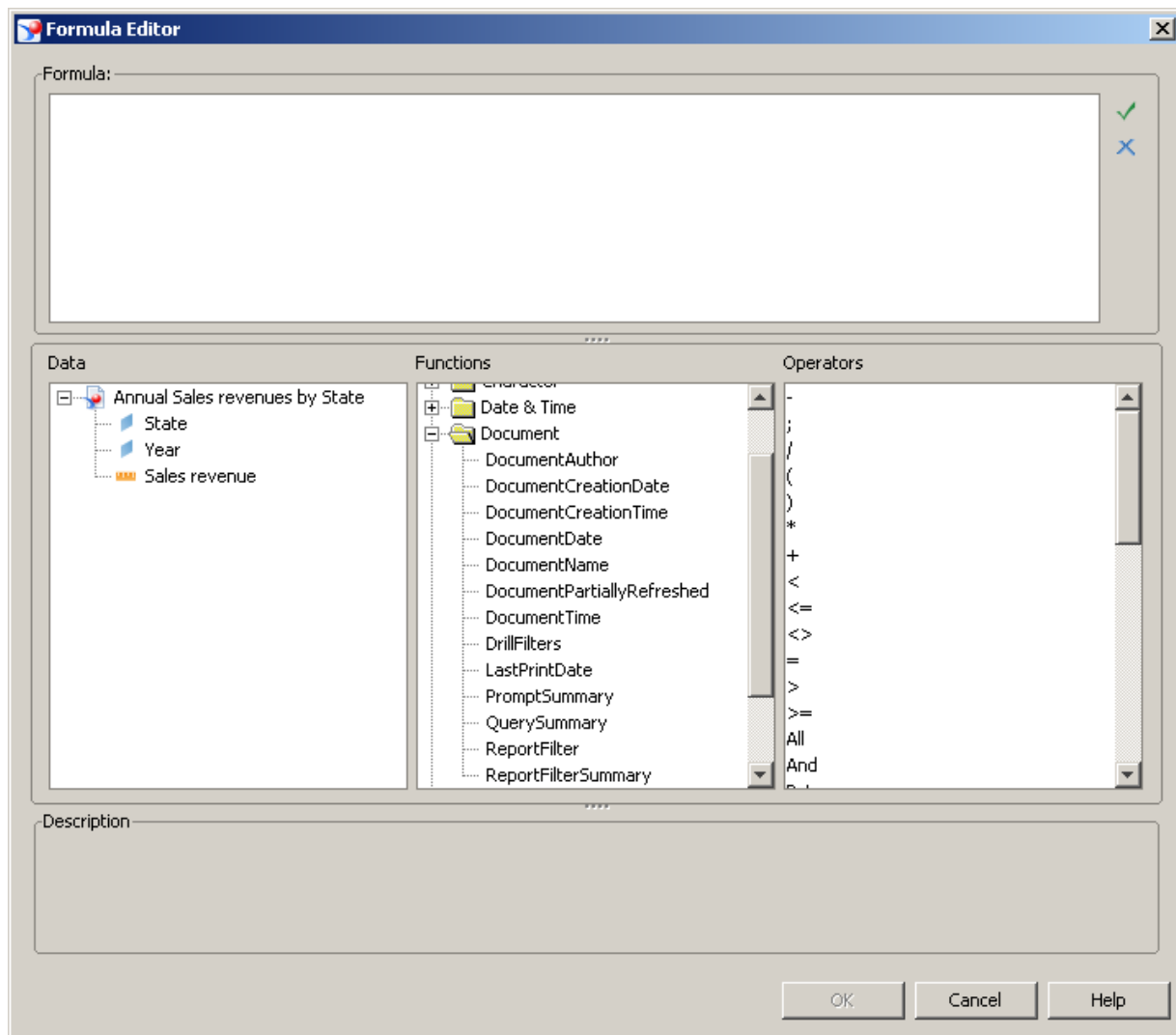


15. Perform one of the following:

## Designing Reports in Web Intelligence

If...	Then...	Go To...
	Click the + before the DocumentStep 16. folder.	
	OR double-click Document.	Step 16.

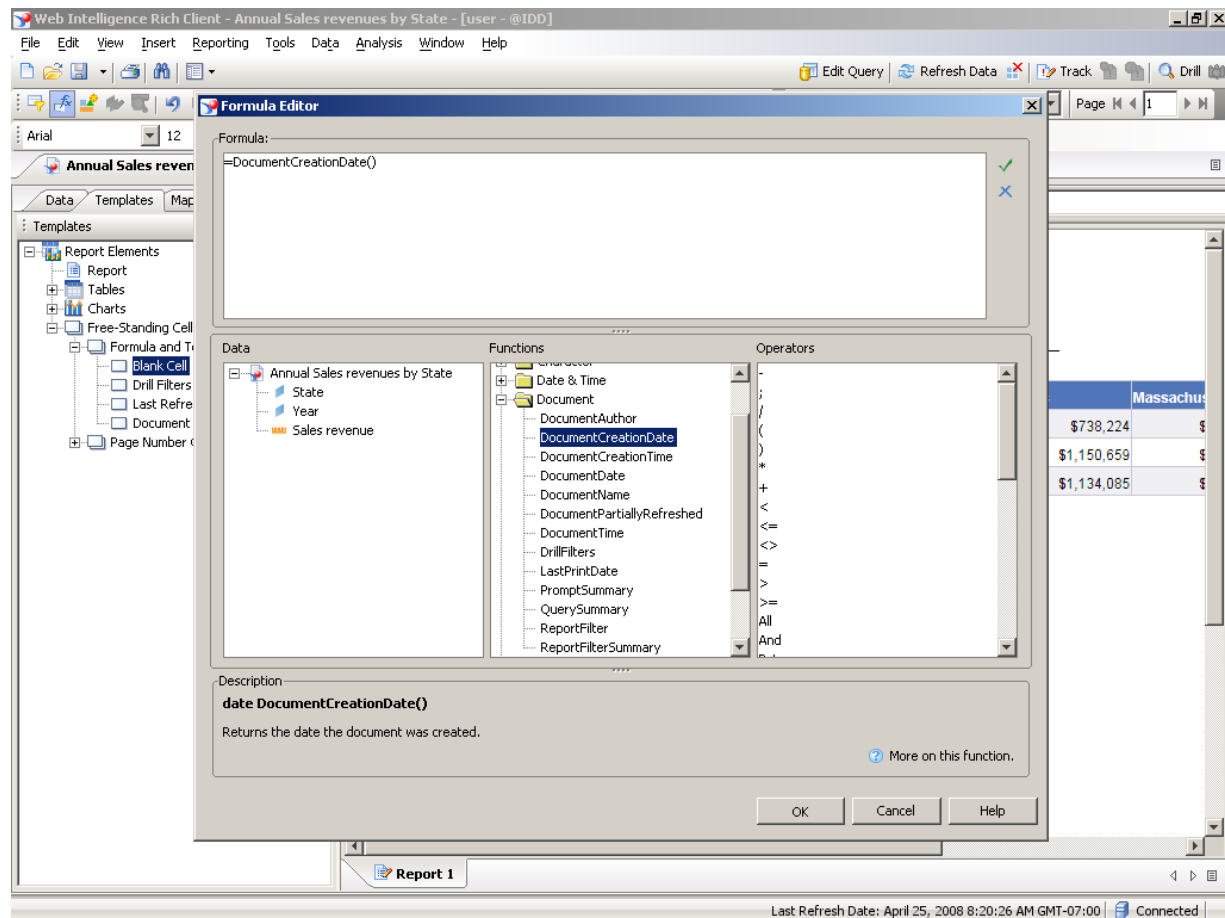
### Formula Editor



16. Double-click **DocumentCreationDate**.

## Designing Reports in Web Intelligence

### Formula Editor



17. Click **OK**.